

VACANCY NOTICE

CS-376

REV(1/11)

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FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: <u>Data Control Clerk</u>		CLASSIFICATION CODE: <u>02702000</u>	
	SALARY RANGE: <u>315A/\$34368-37389</u>		REFERENCE POSITION NO.: <u>2020-10200-70</u>	
	Department or Agency Name <u>Executive</u>		APPLICATION PERIOD: <u>8/14/13 to 8/20/13</u>	
	Division/Section/Unit <u>OHHS/Medicaid</u>		GRACE PERIOD ENDS <u>8/23/2013 by 4:00 PM</u>	
	Assignment(s) / Comments _____			
	Shift and Days: <u>Monday-Friday 8:30am - 4:00pm</u>		Job Location: <u>Cranston, RI</u>	
	Restrictions/Limitations: <u>LTPS Subject to return of incumbent</u>			
	Position Covered By Collective Bargaining Union Agreement Yes <u>X</u> No _____			
	Name of Bargaining Unit Union: <u>Council 94, Local 2882</u>			
	There is* _____ is not <u>X</u> a Civil Service List for this position <u>See A/B or Both for Specific Instructions</u>			
* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.				
General Information to Candidate	<u>INSTRUCTIONS:</u>			
	A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.			
	<u>Most Important</u> - Please include the following information:			
	• The title of the position for which you are applying		• Name of department where you are currently employed	
	• Title of your present position and date you entered it		• Your business telephone number	
	• Date you entered State service		• Present Union Affiliations	
	*** <i>In certain agencies, bargaining union applicants will receive preferential consideration according to contract.</i>			
	B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:			
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.			
	C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:			
• <u>Reasonable Accommodations:</u> If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.				
• <u>Medical Information:</u> Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).				
Statement of Duties	DUTIES / RESPONSIBILITIES: Please refer to attachment.			
Minimum Education & Experience	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS: (A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.) Education: Graduation from a high school or from a computer-related technical school; and Experience: Employment in a capacity involving the operation of data entry/on-line terminals and printers with exposure to parameter driven data retrieval and report generator programs; Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.			
Where to Apply	Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. Ellen Moan OHHS Human Resources Service Center Benjamin Rush Building 55 Howard Ave. Cranston, RI 02920		Emailed and faxed applications are not accepted TTY/TDD #711 (Telecommunication Device for the Deaf)	



STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER

Data Control Clerk 2020-10200-70 attachment

- Data entry into In-Rhodes, and a Children with Special Health Care Needs Access Database
- Working reports including, but not limited to: enrollment reports, reports on third party liability (TPL) , management reports on the clinical review process
- Assisting families whose children that are aging out of the Katie Beckett eligibility group in applying for adult forms of Medical Assistance
- Communicating with families and health care providers to resolve issues concerning coverage, eligibility, third party insurance and claims disputes
- Expediting enrollment processes for members when needed
- Communications with financial institutions to verify financial records submitted to establish eligibility
- Providing customer services to beneficiaries, including assistance with obtaining Medicaid-funded services such as pharmacy
- Supporting Info-Line functions
- Preparing mailings of recertification packets and new applications that are requested
- Daily mail which is date stamped and entered into InRhodes
- Prepare copies and type timelines for hearings
- Monthly telephone calls to parents about overdue recertifications and additional clinical information if not received
- Ordering supplies for the department at the end of the month
- Collect information for voter registration and report at the end of the month
- Send previous year of denied/closed cases to Iron Mountain record storage on an annual basis.